



PROJECT INFORMATION:		DATE:
PROJECT NAME:	PROJECT NUMBER:	
SITE ADDRESS:	PARCEL #'s:	
DESCRIPTION OF WORK:		
APPLICANT INFORMATION		
NAME:	CONTACT PERSON:	
ADDRESS:		
CITY, STATE, ZIP		
EMAIL:	PHONE #:	
ARCHITECT/ENGINEER/CONSULTANT		
<input type="checkbox"/> CHECK IF INFORMATION PROVIDED ABOVE IS THE SAME		
NAME:	CONTACT PERSON:	
ADDRESS:		
CITY, STATE, ZIP	PHONE #:	
PROJECT DETAILS		
PROJECT FOLDER:	CREATE NEW: <input type="checkbox"/>	TRACKING #'s:
PARENT APPLICATION: (Master application this is related to)	PRELIMINARY REVIEW #: (if applicable)	
DEVELOPMENT (SDEV) # (if known):	SITE PLAN # (if known)	
TEAM LEADER:	TEAM #:	

I confirm that I am either the property owner or an authorized representative of the owner for the project address listed above and may submit all required documents and take any actions needed for the request with the City of Phoenix Planning and Development Department.

Applicant Signature: _____ **Print Name:** _____

APPLICATION TYPE	
<p><u>SITE PLAN</u></p> <p><input type="checkbox"/> Final Site Plan with Preliminary (PRLM) approval</p> <ul style="list-style-type: none"> <input type="checkbox"/> Residential Subdivision <input type="checkbox"/> All other <p><input type="checkbox"/> Final Site Plan without Preliminary (PRLM) approval</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minor Commercial/Multi-Family/Industrial <input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Wireless - New <input type="checkbox"/> Wireless – Co-location <p><input type="checkbox"/> Amendment to an approved site plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minor Commercial/Multi-Family/Industrial <input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Wireless - New <input type="checkbox"/> Wireless – Co-location 	<p><input type="checkbox"/> Individual lot Plot Plan Review (1-2 Unit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Single Family Design Review</u> <input type="checkbox"/> <u>Plot Plan Review (Non SFDR)</u> <p><input type="checkbox"/> <u>Single Family Design Review Exhibit</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> SFDR Diversity Exhibit <p><input type="checkbox"/> <u>Model Home or Sales Trailer</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Model Home Complex Review <input type="checkbox"/> Construction Trailer in Subdivision
<p><u>LOT COMBINATION/LAND DIVISION</u></p> <p><input type="checkbox"/> Land Division</p> <ul style="list-style-type: none"> <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Single Family Residential – Hillside <input type="checkbox"/> Multi-Family and Non-Residential Use <p><input type="checkbox"/> Lot Combination</p> <ul style="list-style-type: none"> <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Multi-Family and Non-Residential Use 	<p><u>PROJECT RENEWAL RESEARCH</u></p> <p><input type="checkbox"/> Written Only</p> <p><input type="checkbox"/> Written response with Meeting</p>
<p><u>PRE-APPLICATION</u></p> <p><input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2</p> <p><input type="checkbox"/> DTC/WU</p> <p>Initial Application _____ Follow-Up _____</p> <p><input type="checkbox"/> PRE-APRELIMINARY SITE PLAN</p> <p>Initial Application _____ Revision to PRLM _____</p>	<p><u>FACT FINDING</u></p> <p><input type="checkbox"/> DTC/WU</p> <p><input type="checkbox"/> School</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Hillside</p> <p><input type="checkbox"/> Written Only</p> <p><input type="checkbox"/> Written response with Meeting</p>

*** STAFF USE ONLY ***

<p>LAND USE RECORD</p> <p><input type="checkbox"/> Multi-Family Residential 3-25 Dwelling Units</p> <p><input type="checkbox"/> Multi-Family Residential 26-200 Dwelling Units</p> <p><input type="checkbox"/> Multi-Family Residential 201+ Dwelling</p> <p><input type="checkbox"/> Commercial/Office</p> <p><input type="checkbox"/> Residential/Office</p> <p><input type="checkbox"/> Industrial/Warehouse</p> <p><input type="checkbox"/> Public/Quasi-Public</p> <p><input type="checkbox"/> Parking – Structure</p> <p><input type="checkbox"/> Parking – Surface</p> <p><input type="checkbox"/> Open Land Use</p> <p style="text-align: center;">Or</p> <p><input type="checkbox"/> Hourly Site Plan Review Indicate chargeable hours _____</p>	<p>Specify # of units for MF projects: _____</p> <p>Specify # lots for subdivisions: _____</p> <p>Scope of work acreage: _____</p> <p>Lot sales: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Hybrid: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Phased: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>							
REQUIRED PLAN REVIEWS								
<input checked="" type="checkbox"/> SITE	<input type="checkbox"/> TRAFFIC	<input type="checkbox"/> FIRE	<input type="checkbox"/> CIVIL	<input type="checkbox"/> LS	<input type="checkbox"/> INV/SAL	<input type="checkbox"/> IBC	<input type="checkbox"/> IRC	<input type="checkbox"/> OTHER _____

Fee Amount: \$ _____ Fee Code: _____

Site Planning Staff: _____ P&S Staff: _____ Date Received: _____

Please refer to pages 4 and 5 for a detailed list of submittal requirements. Staff must complete the administrative review portion of the application

Prelog Administrative Review

State law (A.R.S. § 9-835(D)) requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

Site Plan Submittal	Number of Copies		
	Required	Provided	N/A
Final Site Plan or Amendment to an Approved Site Plan			
Site Plan	6		
Building Elevations	6		
Elevations Colored	2		
Detail Sheets	6		
Other:			

Pre-Application (Option 1) or DTC/WU Fact	Number of Copies		
	Required	Provided	N/A
Site Plan	6		
Building Elevations (if available)	1		
Narrative	1		
Context Plan with photos	1		
USB or digital file with copies of all plans	1		
Other:	1		

Pre-Application (Option 2) or Preliminary Site Plan Submittal or DTC/WU	Number of Copies		
	Required	Provided	N/A
Site Plan	6		
Building Elevations	2		
Elevations Colored	2		
Detail Sheets	6		
Grading & Drainage Plan	2		
Drainage Report	1		
Landscape Plan	2		
Fire Flow Test Results	1		
Complete Streets Form	1		
Traffic Impact Analysis (Traffic Study) Approval	1		
USB or digital file with copies of all plans	1		
Other:			

Individual lot Plot Plan Review (1-2 Unit) Residential Plan Development Review	Number of Copies		
	Required	Provided	N/A
Site Plan	2		
Building Elevations	2		
Floor Plan	2		

Land Division / Combination	Number of Copies		
	Required	Provided	N/A
Survey, map or sketch	6		
Legal description	6		
Other:			

Model Home Complex	Number of Copies		
	Required	Provided	N/A
Model Home Complex/Sales Office	4		
Copy of plat or associated site plan	1		
Other:			

Per the requirements of state plan, this permit application is:

- Accepted as Administratively Complete.
- Deficient items marked above are required for plan acceptance.

Contact staff below for questions regarding the Administrative Log-In Review Screening.

Print Name: _____ Staff Signature: _____

Date: _____

This Administrative Review is valid for 180 days from the date of acceptance. For additional information visit our website at www.phoenix.gov/pdd.